

EVALUATION TIP 2: PLANNING WITH THE TRAINING EVALUATION WORKSHEET

The training evaluation worksheet provided on the next page can be used to guide evaluation planning. The worksheet is a quick reference for issues to consider and allows information to be recorded in a clear and concise manner for future reference.

Instructions for using the worksheet

Plan the Evaluation

- Question 1: ***Who will be interested in the results?***
 - Must be addressed by identifying all who will be interested in the results.
 - *Examples:* trainers, managers, organizations, government agencies
- Question 2: ***What questions will be answered?***
 - Identify questions that are of particular importance for this specific evaluation. These questions should be ones that you expect to answer upon completion of the evaluation.
 - *Examples:* Have people increased their knowledge and/or skills?
Did the information that was learned in training transfer to the workplace?
- Question 3: ***What resources are available for evaluating the training program?***
 - Determine what resources are currently available for use in the evaluation and/or what kinds of resources you can easily obtain if necessary.
 - *Examples:* money, time, personnel, equipment, materials

Gather the Information

The table provided in this section is useful for specifying the methods you have chosen to use in the evaluation, and when each method will be used. It is important to clearly write the type of method you would like to use and then to circle the choice(s) provided for when the method will be used.

Example:

Data Collection Method	Performed (circle choices)
Written test	Before, During or After Training



TRAINING EVALUATION WORKSHEET

Use this worksheet as a guide to help you plan the evaluation of your next training session.

Plan the Evaluation

1. Who will be interested in the results?
2. What questions will be answered?
3. What resources (personnel, time, money, equipment) are available for evaluating the training program?

Gather the Information

What method(s) will be used to gather information?

Data Collection Method	Performed (circle choices)
	Before, During or After Training
	Before, During or After Training
	Before, During or After Training
	Before, During or After Training

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